



**NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**

**GUIDELINES FOR BOARD COURSES**

**“EDUCATIONAL INSTITUTES AND INSTRUCTORS”**

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Raleigh, North Carolina 27610

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2024 Edition  
(1/23/24)

## SUMMARY OF CHANGES

Message from the OSFM Engineering & Codes Division staff

This issue of the **GUIDELINES FOR BOARD COURSES** includes a summary of changes since the first edition dated May 15, 2006.

Significant changes:

- 1) Outsource State exam administration, registration and fees to testing center vendor.
- 2) Administration of End-of-Course (EOC) tests remote proctor by OSFM staff rather than instructors. [when available]
- 3) Creation of an online Board course instructor application process.
- 4) Online Board instructor course training and certification.
- 5) Automated email course completion notification and evaluation survey.
- 6) Online scheduling of Board courses and web portal search.
- 7) Additional Residential Changeout Inspector (RCI) certificate course.
- 8) Addition of appendices with course curriculum timelines.
- 9) Separate Residential and Commercial courses. [when available]
- 10) Changes to course duration.
- 11) Probationary certificate knowledge, skills and abilities self-study modules. [when available]

NOTE: [when available]

## TABLE OF CONTENTS

	<u>Page</u>
TABLE OF CONTENTS.....	3
FOREWORD .....	4
EDUCATION SPONSORS - EDUCATIONAL INSTITUTES.....	5
CERTIFICATION OF INSTRUCTORS.....	6
BOARD COURSES - STANDARD CERTIFICATE.....	7
MINIMUM REQUIRED COURSE HOURS .....	7
REQUIRED TEXTBOOKS.....	9
PURCHASING TEXTBOOKS.....	10
SCHEDULING AND ADVERTISING BOARD COURSES.....	10
TEACHING THE BOARD COURSES .....	11
CLASSROOM ATTENDANCE.....	11
COURSE GRADES.....	12
COURSE EVALUATIONS.....	12
SUBMISSION OF COURSE RECORDS .....	12
CERTIFICATES OF SATISFACTORY COMPLETION .....	12
MAINTENANCE OF INSTRUCTOR AND EDUCATIONAL INSTITUTES APPROVAL	13
CHECKLIST FOR EDUCATIONAL INSTITUTES, INSTRUCTORS AND STUDENTS ..	13

### APPENDIX:

A.	Board Course list.....	14
B.	Certification of Compliance with the Americans with Disabilities Act.....	15
C.	Endorsement by the Educational Institute Official.....	16
D.	Criteria for Board Course Instructor Certification.....	17
E.	Types of Certificates .....	18
F.	Levels I, II and III Building, Mechanical, Electrical, Plumbing .....	19
G.	Levels I, II and III Fire .....	20
H.	Certification Procedures .....	21
I.	Course Evaluation Form.....	22
J.	NCCOQB BOARD COURSE DESCRIPTIONS 12/4/23 .....	23

## FOREWORD

House Bill 399 was ratified on June 13, 1977 creating the North Carolina Code Officials Qualification Board (“Board”) to provide more uniform administration and enforcement of the North Carolina State Building Code (“Code”) throughout North Carolina. This bill became [Chapter 143, Article 9C](#), G. S. 143-151.8 through G. S. 143-151.21. These General Statutes authorized the Board to establish minimum standards for employment as a code enforcement official and prescribe courses of instruction in the various areas and levels of code enforcement.

Since 1981, the Board has developed 17 Standard Certificate “short” courses in Building, Electrical, Mechanical, Plumbing, Fire for Levels I, II, and III; one Law and Administration, and; one Residential Changeout Inspector (RCI) course piloted by staff. Board Rule [11 NCAC 08 .0706\(g\)\(3\)](#) requires courses successfully completed through the N.C. Community College System or other educational agencies accredited by a regional accrediting association, before an applicant is determined eligible to register to take the State examination for a Standard Certificate. Course and instructor availability throughout the state has presented challenges over the years. The 2006 edition of these guidelines tasked course instructors with development, administration and proctoring of a time limited End-of-Course (EOC) test. 80 questions, 2 hours for technical courses. 50 questions, 1 hour for the Law and Administration. Staff developed, administered and remotely proctored the Residential Changeout Inspector (RCI) EOC and State exam using Moodle™ in the Learning Management System (LMS). This edition of the guidelines relieves instructors of the EOC administration as part of the course. All EOC will be remotely proctored by Board staff and administered using the LMS. As a Continuing Education course, students will successfully complete the course by attending, participating in and completing class activities prescribed in the syllabus. Consolidation of all EOC testing and assessment at the state level will streamline grading and eligibility and promote code official consistency and competency.

Staff update courses as ICC® and NFPA® model codes are adopted and amended by the North Carolina Building Code Council. Historically this was a three (3) year cycle. Recent legislation as extended this to a six (6) year cycle. Volunteer instructors and code officials with Level 3 certification furnish their time and technical expertise to develop slides, worksheets, and quizzes. In the past travel, lodging, meal and mileage expenses have been reimbursed and continuing education (CE) hours have been provided as an incentive to participate in course and exam development activities. Once completed, the material is field-tested for accuracy and revised as necessary. Prior to the release of the new curriculum slides and worksheets into the community college system, the Board sponsors a mandatory instructor workshop at which the course materials are presented, and instructors are trained in the use of the material. Increased use of online webinars makes such participation more convenient and less costly.

Prior to 2009 the Board State exam was administered and proctored by staff. The paper exam consisted of 200 questions and time limit of 4 hours. Since 2009 the Board has contracted with third party test administrators/proctors using a computer based 150 question, 3.5 hour exam. Approximately 1,200 exams were administered in FY 2022 at a cost of \$125 each, about \$150,000 per year. Applicants pay registration fees and schedule exams at testing centers directly with the vendor. Vendors must comply with ADA requirements and schedule extended time or provide other accommodations as warranted by medical certification. Vendors are required to provide exam reviews at no cost for unsuccessful candidates.

To provide more uniform education, training and testing for code enforcement officials throughout the State, these **Guidelines for Board Courses** have been written. All Educational Institutes, education coordinators and instructors should follow the guidelines as set forth in this manual. Courses not complying with these standards will not be accepted as credit toward the Board's certification program.

## EDUCATION SPONSORS - EDUCATIONAL INSTITUTES

Educational Institutes planning to offer and schedule any of the Board courses listed in Appendix A must be approved as active sponsors in the online database application. This requires a designated Primary Contact and Education Coordinator as well as Instructors approved to teach the Trade (Inspector) and Level courses offered. While the majority of the educational institutes already have sponsor records in the database, it is important to update personnel changes periodically.

Applications for educational institute's approval must be made online <https://apps.ncdoi.net/f?p=114:506>. (NOTE: This online application is used for both Board courses and Continuing Education Sponsors).

### North Carolina Code Officials Qualification Board

Application Disclaimer  
Please read the "Continuing Education Administrative Rules" in their entirety prior to completing this application

#### Sponsor Profile

(\* = Required Field)

Sponsor Name \*  Daytime Phone \*  Ext

Address \*  City \*

State Id  Zip Code \*  County (If in NC)

North Carolina  - Select County -

[Workshop Date](#)

Qualification Board staff offers a workshop for new sponsors that explains the Board requirements and our process. It is highly recommended that you attend a class at your earliest convenience. Please choose a class date.

#### Continuing Education Coordinator

Individual responsible for coordinating sponsor's continuing education courses and for complying with the requirements prescribed in Rule .11 NCAC 08 .0718

Salutation  First Name \*  Middle Name  Last Name \*

Primary Email \*  Business Phone \*  Ext

Your Password must conform to the following Policy

- ✓ Password cannot contain any of these characters: backslash (\), plus sign (+), forward slash (/), double quotes ("), reverse single quote (').
- ✓ Password cannot contain more than 2 characters in consecutive & sequential order.
- ✗ Password must have at least 2 upper case characters.
- ✗ Password must have at least 2 numbers.
- ✗ Password must have at least 1 special characters.
- ✓ No character can be used more than 2 times consecutively.
- ✗ Password must have at least 8 characters.

Login Password \*

I'm not a robot

#### Corporate Officer Responsible for Continuing Education

Provide name of the primary owner of the business. Indicate "N/A" if the applicant is an individual!

Name of Corporate Officer \*

Title  Phone

#### Type of Business Entity

\* Indicate applicant's legal form of business. Check all that apply

Association  Inspection Department

Corporation  College/University

Individual  Licensed Private Business School

Community College  Certified NC Qualification Board Instructor

Other (Specify)

#### Certificate of Application

I hereby certify that all information submitted in connection with this application is accurate to the best of my knowledge and belief.

I further certify that the applicant and all persons in its employ will fully comply with the requirements of the North Carolina Qualification Board regarding the conduct of continuing education courses.

I further certify that, except for obtaining approval of the North Carolina Qualification Board to conduct code-related, continuing education courses, the applicant has complied with all legal requirements to engage in business in North Carolina.

By selecting the "Submit Application" button below, I certify that the answers and information given by me herein are true, complete and correct to the best of my knowledge. I understand that the disclosure of false, misleading or incomplete information may be grounds for application denial.

#### Note

NOTE: Sponsor applications will only be processed in conjunction with a course application. An email will be sent to you with log-in information for creating a course application and with more information.

As participants in the Board course program, Educational Institutes must conduct all courses in buildings accessible to, and usable by, persons with disabilities. Course providers must be prepared to make available accessible classrooms and auxiliary aids and services to persons covered by the Americans with Disabilities Act (ADA) who give the educational institutes proper advance notification of the need for such aid or service.

Each community college must certify that the community college is either working toward compliance or follows the Americans with Disabilities Act (ADA) by completing the Certification of Compliance form located in the Appendix. The form must be signed, notarized, and returned to the Board upon initial application of the community college to conduct Board courses.

The institution should complete the following steps prior to offering the course.

1. Read the [N.C. Code Officials Qualification Board Statutes and Rules](#)
2. Read [N.C. General Statutes Pertaining to Enforcement of the NC State Building Code](#)
3. Examine the information contained in the online course manuals through Moodle.
2. Apply for Educational Institute Approval to Conduct Code Enforcement Courses to the

Qualification Board.

- 3. Submit the ADA Certification of Compliance form.
- 4. Submit instructor application for approval.

**CERTIFICATION OF INSTRUCTORS**

Anyone planning to teach any of the Board courses must first complete the following steps. Applications for instructor certification may be accessed online [https://apps.ncdoi.net/f?p=114:1::: .](https://apps.ncdoi.net/f?p=114:1:::)

- 1. Apply for Instructor Certification to Conduct Code Enforcement Courses. The application must be signed by the applicant and by a community college official as specified on the application.
- 2. Read the [N.C. General Statutes and Rules of the Board Pertaining to Code Enforcement Officials](#) and carefully examine the information contained in the course manuals.
- 3. Register for and successfully complete the Board course instructor training.

**Educational Services**

- Apply to be a Course Sponsor
- Apply to be a Course Instructor
- Create New CEO Login
- [List of Currently Scheduled Courses](#)
- [List of Active Sponsors](#)

The criteria for instructor certification is located on the last page of the Application for Instructor Certification to Conduct Code Enforcement Courses. The Board Law and Administration course must be taught by an attorney.

**North Carolina Code Officials Qualification Board**

**Instructor Profile**

(\* = Required Field)

User Name

Salutation First Name \* Middle Name Last Name \* Suffix

Address \* City \* State \* North Carolina

Zip \* County (If in NC) Daytime Phone \*

Primary Email \*

Have you ever been denied any professional or occupational license in NC or elsewhere? \* Yes No

Have you ever had a Certification, License or any professional/ occupational license suspended, revoked or surrendered? \* Yes No

Have you ever been convicted of a felony? \* Yes No

**Login Password**

Your Password must conform to the following Policy

- ✓ Password cannot contain any of these characters: backslash (\), plus sign (+), forward slash (/), double quotes ("), reverse single quote ('), single quote ('), or space.
- ✓ Password cannot contain more than 2 characters in consecutive & sequential order.
- ✗ Password must have at least 2 upper case characters.
- ✗ Password must have at least 2 numbers.
- ✗ Password must have at least 1 special characters.
- ✓ No character can be used more than 2 times consecutively.
- ✗ Password must have at least 8 characters.

Login Password \*

Save Profile Change Password

**Continuing Education Instruction**

Select at least one Trade for approval as an Instructor in a Continuing Education course.

- Building
- Electrical
- Fire Prevention
- Mechanical
- Plumbing

**Standard Course Instruction**

If you are applying to be a Standard Course Instructor, select the name of the Community College where the courses will be taught.

Sponsoring Community College

Please select your preferred start date below for the next online course.

Preferred Workshop Date

Select at least one Trade for approval as an Instructor in Standard education courses.

- Building
- Electrical
- Fire Prevention
- Mechanical
- Plumbing
- Law and Administration

2023.11.03

## **BOARD COURSE - STANDARD CERTIFICATE**

The Board Standard Certificate authorizes inspectors to perform code enforcement official duties anywhere in North Carolina when employed by a State or local government jurisdiction with a valid Certificate of Employment. The mandatory Board courses are intended to provide formal education on the use and application of the Code either for those applicants whose education and experience qualify them for a Standard Certificate OR those who hold Probationary Certificates who are gaining the required experience either supervised or unsupervised. In either case, the Board course for Standard Certificate may be viewed as a pre-service education course. In-service education for Standard Certificate holders is required as part of an ongoing Professional Development Program. Currently there is an annual six (6) hours of Continuing Education (CE) required per inspector trade certification held. Board courses provide up to 12 hours of CE. Six (6) hours of CE may be applied to the following year requirements.

### **MINIMUM REQUIRED COURSE HOURS**

Educational Institutes teaching any of the Board courses should use the following course numbers and titles which have been established by the North Carolina Community College System (NCCCS).

### **CURRENT SYSTEM**

#### **(BEFORE JANUARY 1, 2025 AND GRANDFATHERED CERTIFICATES TO 2030)**

<b><u>COURSES</u></b>	<b><u>HOURS</u></b>
1. COD 3101 Law and Administration	15
2. COD 3102 Residential Changeout Inspector	40
3. COD 3105 Building Level I Standard Certificate	48
4. COD 3106 Building Level II Standard Certificate	40
5. COD 3107 Building Level III Standard Certificate	40
6. COD 3104 Electrical Level I Standard Certificate	40
7. COD 3110 Electrical Level II Standard Certificate	30
8. COD 3111 Electrical Level III Standard Certificate	30
9. COD 3120 Fire Level I Standard Certificate	36
10. COD 3121 Fire Level II Standard Certificate	32
11. COD 3122 Fire Level III Standard Certificate	24
12. COD 3130 Mechanical Level I Standard Certificate	32
13. COD 3131 Mechanical Level II Standard Certificate	24
14. COD 3132 Mechanical Level III Standard Certificate	16
15. COD 3140 Plumbing Level I Standard Certificate	32
16. COD 3141 Plumbing Level II Standard Certificate	24
17. COD 3142 Plumbing Level III Standard Certificate	16

## NEW SYSTEM (AFTER JANUARY 1, 2025)

<b><u>COURSES</u></b>	<b><u>HOURS</u></b>
1. COD 3101 Law and Administration	15
2. COD 3102 Residential Changeout Inspector	40
3. COD 3103 Building Level I (Residential)	48
4. COD 3108 Building Level II (Commercial)	48
5. COD 3109 Building Level III	40
6. COD 3112 Electrical Level I (Residential)	40
7. COD 3113 Electrical Level II (Commercial)	30
8. COD 3114 Electrical Level III	30
9. COD 3120 Fire Level I Standard Certificate	36
10. COD 3121 Fire Level II Standard Certificate	32
11. COD 3122 Fire Level III Standard Certificate	24
12. COD 3133 Mechanical Level I (Residential)	32
13. COD 3134 Mechanical Level II (Commercial)	24
14. COD 3135 Mechanical Level III	16
15. COD 3143 Plumbing Level I (Residential)	32
16. COD 3144 Plumbing Level II (Commercial)	24
17. COD 3145 Plumbing Level III	16



## **REQUIRED TEXTBOOKS**

The following textbooks are required for the Board courses. Instructors must use current editions of all textbooks, including the most recent amendments to the North Carolina State Building Code. The North Carolina State Building Code, as adopted by the North Carolina Building Code Council, is based on the following model codes with North Carolina amendments. The I-Codes® are registered trademarks and copyrights of the International Code Council (ICC)®. National Electrical Code® NFPA 70 is a registered trademark of the National Fire Protection Association (NFPA)® and copyright.

### *LAW AND ADMINISTRATION COURSE*

[North Carolina Administrative Code and Policies Code](#)

[NC General Statutes Pertaining to the Enforcement of the NC State Building Code](#)

### *RESIDENTIAL CHANGEOUT INSPECTOR STANDARD CERTIFICATE COURSE*

[North Carolina State Residential Code](#)

National Electrical Code

### *BUILDING LEVELS I, II, AND III STANDARD CERTIFICATE COURSES*

[North Carolina State Building Code](#)

[North Carolina Existing Building Code](#)

[North Carolina State Residential Code](#)

[North Carolina State Energy Conservation Code](#)

[State of North Carolina Regulations for Manufactured Homes](#)

### *ELECTRICAL LEVELS I, II, AND III STANDARD CERTIFICATE COURSES*

National Electrical Code

[North Carolina State Energy Conservation Code](#)

### *MECHANICAL LEVELS I, II, AND III STANDARD CERTIFICATE COURSES*

[North Carolina State Residential Code](#)

[North Carolina State Mechanical Code](#)

[North Carolina State Fuel Gas Code](#)

[North Carolina State Energy Conservation Code](#)

### *PLUMBING LEVELS I, II, AND III STANDARD CERTIFICATE COURSES*

[North Carolina State Residential Code](#)

[North Carolina State Plumbing Code](#)

[North Carolina State Energy Conservation Code](#)

### *FIRE PREVENTION LEVELS I, II, AND III STANDARD CERTIFICATE COURSES*

[North Carolina State Fire Code](#)

## PURCHASING TEXTBOOKS

The following textbooks and amendments to the NC State Building Code can be purchased at the [Office of State Fire Marshal, 1429 Rock Quarry Rd, Suite 105, Raleigh, North Carolina](https://www.ncosfm.gov/codes/code-book-sales). For more information, contact the Code Council Code Book Section at 919-647-0000. <https://www.ncosfm.gov/codes/code-book-sales>

1. Administrative Code and Policies Code
2. Building Code
3. Energy Conservation Code
4. Existing Building Code
5. Plumbing Code
6. Mechanical Code
7. Electrical Code
8. Fire Code
9. Fuel Gas Code
10. Residential Code

The following document(s) are available through the Board web site for download free as a PDF:

- [General Statutes Pertaining to Enforcement of the NC State Building Code](#)

## SCHEDULING AND ADVERTISING STANDARD CERTIFICATE COURSES

Course scheduling is at the discretion of the educational institute and the instructor to address demand. Courses may be scheduled on consecutive days, in the evenings, or on weekends. Courses may be offered as a traditional classroom course or synchronous webinar (virtual live continuous interaction between instructor and student).

Standard Courses shall be scheduled by Educational Institute Sponsors Education Coordinators through the online system which automatically notifies the Board and advertises the course schedule on the [COQB – Board Standard Certificate Courses](https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-board-standard-certificate-courses) web page. <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-board-standard-certificate-courses>

North Carolina Code Officials Qualification Board			
Select Trade	Select Course Format	Select Course Type	
Law and Admin	All Formats	Standard	
<b>Standard Course List for Law and Administration</b>			
* Please be aware that you will not receive ANY credit for any course taken more than once in a 3 year period. Please verify the CS Number before attending a course.			
* Please be aware that you will not receive ANY credit for any standard course not administered and taught in the NC Community College System or accredited educational agency.			
Note: If you have trouble printing this page with Internet Explorer, try the following procedure: 1. Press the F12 key. This will open the Developer Tools panel. 2. On the Developer Tools panel, locate the Document Mode drop down. 3. Change the Document Mode to Internet Explorer 8 standards. 4. Close the Developer Tools panel and reattempt printing the page.			
Date	<b>Saturday, Nov 5, 2022 to Sunday, Nov 6, 2022</b>	Time	<b>8:00 to 5:00 S,SU</b>
Course	CS896LA: Law and Administration	Trades/ Credit Hrs	EITHER Building: 6 hrs OR Electrical: 6 hrs OR Fire: 6 hrs OR Mechanical: 6 hrs OR Plumbing: 6 hrs
Sponsor	Wilkes Community College		
Contact Info	Curt Miller (336) 838-6230		
Instructor	Barrett Graham		
Format	Classroom		
Topic	-		
Address	1328 S. Collegiate Drive. <a href="https://wcc.wilkescc.edu/workforcedevelopment/">https://wcc.wilkescc.edu/workforcedevelopment/</a> ; <a href="https://www.wilkesboro, NC 28697">https://www.wilkesboro, NC 28697</a>		
Website	<a href="https://wcc.wilkescc.edu/workforcedevelopment/">https://wcc.wilkescc.edu/workforcedevelopment/</a>		

[FIND A CLASS](https://apps.ncdoi.net/f?p=114:505:.....) - <https://apps.ncdoi.net/f?p=114:505:.....>

[Scheduled Courses](https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-board-course-schedules) - <https://www.ncosfm.gov/licensing-cert/code-officials-qualification-board-coqb/coqb-board-course-schedules>

Official website of the State of North Carolina [How you know](#) ABOUT NEWS CONTACT CAREERS NC.GOV [Select Language](#)

**NC DEPARTMENT OF INSURANCE  
OFFICE OF STATE  
FIRE MARSHAL**  
MIKE CAUSEY, STATE FIRE MARSHAL

Fire & Rescue   Community Risk Reduction   Risk Mgmt.   Codes   Manufactured Bldg.   [Licensing & Cert.](#) 🔍

Home > [Licensing & Cert.](#) > [Code Officials Qualification Board \(COQB\)](#) > [COQB - Board Course Schedules](#)

## COQB - Board Course Schedules

Scheduled		Start Date											
Course Name	Sponsor Name	FY 2023											
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Building Level I	Cape Fear Community College			01/11									
	Coastal Carolina Community College					03/17							
	Randolph Community College				02/09				06/19				
	Wake Technical Community College				02/06								
Building Level III	Coastal Carolina Community College		12/02										
	Randolph Community College		12/06				04/13					09/14	
Electrical Level I	Coastal Carolina Community College				02/03								
	Rowan-Cabarrus Community College			01/18									
	Vance-Granville Community College			01/06									
Electrical Level II	Rowan-Cabarrus Community College				02/16								
	Vance-Granville Community College				02/10								
Electrical Level III	Rowan-Cabarrus Community College					03/23							
	Vance-Granville Community College		12/02			03/10							

**TEACHING THE BOARD COURSE - STANDARD CERTIFICATE**

The primary objective of all Board courses is for the individual to gain a working knowledge of the Code as it applies to residential and commercial inspection and to readily apply the Code to problems when presented in class. Successful completion of the Board course(s) is mandatory for applicants to fulfill requirements necessary to earn eligibility take the State examination.

Before teaching any Board course, the instructor must be certified by staff and should read and become thoroughly familiar with all requirements of the North Carolina Code Officials Qualification Board. Knowing something about the interests and abilities of one's students is helpful in determining the depth and pace of the class instruction. It is also suggested that instructors discuss the certification procedures of the North Carolina Code Officials Qualification Board and the responsibilities of a Level I, II, and III code enforcement official based on residential and commercial occupancy classifications and sizes of buildings.

Instructors must use and follow the syllabus provided by the Board for the course being taught. Instructors are encouraged to supplement the content of the course manuals as needed. Photos, slides, visual aids, and transparencies may be used as appropriate to clarify the instructional material. Class members should be expected to complete worksheets or other types of in-class and/or take-home assignments to assist them in learning the material. Repetition of the material is important to learning. Worksheets and outside assignments, as well as short quizzes, are helpful in reinforcing learning.

Classroom lecture, activities and supplemental self-study should also help prepare individuals for taking the End-of-Course (EOC) test and the State Certification examination.

**CLASSROOM ATTENDANCE**

Each student must attend a minimum of eighty percent (80%) of the class hours and complete course required activities. Attendance records must be maintained by the instructor as determined by the educational institute sponsor. Typically this requires daily attendance records.

Course credit will not be granted toward the Board's certification program for those students who attend portions of various courses in the same technical area and level in order to fulfill the 80%

attendance requirement. Students are required to attend the board course in which they originally registered and meet the 80% attendance requirement.

In the event that a student exceeds the allowable absence rate of twenty percent (20%), that student must withdraw from the course and enter another course without receiving credit for the hours previously attended.

## **COURSE GRADES**

Board courses taught through educational institutes are provided through the Continuing Education (CE) Instruction program not the Curriculum program. As such, successful completion for CE credit and a certificate issued by the educational institute is based on student attendance at 80% of course hours and completion of any course activities to pass. A grade of 70 or more be entered for those students successfully completing the classroom attendance and activities. No CE credit is awarded if the student does not comply with attendance and activity requirements. Each Board course syllabus contains the student activity requirements for that course.

### **\*\*IMPORTANT CHANGES PLANNED AFTER JANUARY 1, 2025\*\***

Course grades for purposes of the NCCOQB mandatory End-of-Course (EOC) test may result from the student taking an online proctored test through the LMS Moodle after completion of the classroom course and any additional self-study. Where previously these guidelines required instructors to develop and administer an EOC for each course with a passing score of 70% as part of the course, such EOCs may now be administered and proctored by Board staff remotely on a Statewide schedule.

NOTE: The Law and Administration EOC is now 50 questions in one (1) hour and the Technical EOCs are 80 questions in two (2) hours.

## **COURSE EVALUATIONS**

All educational institutes and instructors shall offer students the opportunity to submit an evaluation of the classroom course on a form or survey prepared by the Board. Copies of the Board's evaluation form have been given to the educational institute and a copy has been included in the Appendix. An online evaluation link <https://forms.office.com/g/KgVxqSs8B4> is also emailed to students upon roster submission. Course evaluations may be reviewed by the instructor, community college sponsor and Board staff. Course evaluation forms must be scanned and uploaded along with the course roster and grade.

## **SUBMISSION OF COURSE RECORDS**

Upon completion of each Board Course, the instructor is required to return the class roster attendance records, grades, and evaluation forms, to the sponsor education coordinator. The education coordinator shall upload all course information listed above through the sponsor online account for the scheduled course. Educational institutes are required to submit grades and attendance records for anyone who completes a Board course, successfully or unsuccessfully.

## **CERTIFICATES OF SATISFACTORY COMPLETION**

The educational institute is responsible for mailing **Certificates of Satisfactory Completion** to those students fulfilling class attendance and activity requirements.

## **MAINTENANCE OF INSTRUCTOR AND EDUCATIONAL INSTITUTE APPROVAL**

Instructors who participate in curriculum development and update/revision, and instructor workshops at the request of the Board will maintain instructor approval.

In the event that a course is taught by more than one (1) individual, the educational institute must send a letter to the Board which states the area and level of the course, the beginning and ending dates of the course, the number of classroom hours, the names of all instructors, and the number of actual teaching hours for each instructor. The letter must be signed by a educational institute official, preferably the Board's contact person. Upon completion of the course, the letter must be submitted to the Board with all other required material.

## **CHECKLIST FOR EDUCATIONAL INSTITUTES, INSTRUCTORS AND STUDENTS**

1. Educational Institute obtains approval from the N.C. Code Officials Qualification Board.
2. Educational Institute obtains Instructor approval from the N.C. Code Officials Qualification Board.
3. Educational Institute schedules Board Course(s) via the web page portal.
4. Board-certified Instructor prepares to teach course(s) by studying the course syllabus, curriculum, preparing class presentations, hand-outs, and activities.
5. Instructor monitors and reports class attendance.
6. Instructor gives the Board's evaluation forms to students for completion.
7. Instructor records final course attendance and activity grades.
8. Instructor returns attendance records, full name (first, middle and last), final grades, evaluation forms, after completion of the course.
9. Educational Institute submits roster and other information to the N.C. Code Officials Qualification Board within one (1) week after completion of the course.
10. Educational Institute issues **Certificates of Satisfactory Completion** to those students that complete attendance and activity requirements.
11. Upon successful completion of the Board Course, a student may schedule an End-of-Course (EOC) test with Board staff.

**EDUCATIONAL INSTITUTE BOARD COURSE LIST**

Schools wishing to obtain approval to Sponsor Board Courses - Standard Certificate which would satisfy the requirements of G. S. 143A-151.13(b) relating to the educational training of applicants for Code enforcement official certification must make application to the Board and must obtain approval prior to the commencement of any such courses. Applicants are referred to the [NCCCOQB Statutes and Rules](#) and to the course material published by the Board for detailed requirements regarding schools, courses, and instructors. School officials should carefully review the above cited rules/regulations and course manuals prior to completing this application.

Applications are required for all Board courses for Standard Certificate listed as follows:

1. COD 3101 Law and Administration
2. COD 3102 Residential Changeout Inspector
3. COD 3103 Building Level I (Residential)
4. COD 3105 Building Level I (Commercial)
5. COD 3106 Building Level II
6. COD 3107 Building Level III
7. COD 3104 Electrical Level I
8. COD 3110 Electrical Level II
9. COD 3111 Electrical Level III
10. COD 3130 Mechanical Level I
11. COD 3131 Mechanical Level II
12. COD 3132 Mechanical Level III
13. COD 3140 Plumbing Level I
14. COD 3141 Plumbing Level II
15. COD 3142 Plumbing Level III
16. COD 3120 Fire Level I
17. COD 3121 Fire Level II
18. COD 3122 Fire Level III

Approved Educational Institutes must notify the N.C. Code Officials Qualification Board of any changes made with respect to the course duration, course content, textbooks, or location(s) where courses are to be conducted, or cancellation of courses.

**CERTIFICATION OF COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

I, \_\_\_\_\_ of \_\_\_\_\_  
(NAME OF DEAN/DIRECTOR/DEPARTMENT HEAD) (NAME OF EDUCATIONAL INSTITUTE)

Educational Institute, certify that as a participant in the North Carolina Code Officials Qualification Board's Standard Inspection Course program, that the Educational Institute is either working toward compliance or is in compliance with the Americans with Disabilities Act generally, and specifically with the applicable section(s) of the rules implementing Title II of the Act regarding accessible classrooms and auxiliary aids and services for instructors and students alike.

NAME: \_\_\_\_\_  
(Dean/Director/Department Head)

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMUNITY COLLEGE: \_\_\_\_\_

NOTARIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

SEAL

**ENDORSEMENT BY EDUCATIONAL INSTITUTE OFFICIAL**

The Educational Institute Official must be the Director, or Department Head responsible for administration of Board Standard Certificate courses. This endorsement merely qualifies the applicant for consideration by the Board and in no way obligates the community college to employ such applicant in the event certification is granted.

Name of Educational Institute: \_\_\_\_\_

Name and Title of Educational Institute Official: \_\_\_\_\_

Signature of Educational Institute Official: \_\_\_\_\_

**SIGNATURE OF APPLICANT**

I certify that the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy, or failure to make full disclosure constitutes grounds for denial of certification or for suspension/revocation of certification, if granted. I certify that I have read the instructor's course manual and understand that I must comply with all guidelines as printed in the course manual.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**CRITERIA FOR BOARD COURSE INSTRUCTOR CERTIFICATION**

The Board may approve an applicant upon finding that they:

- (1) have submitted all information required by the Board.
- (2) are possessed of good character and reputation.
- (3) Have a minimum of a high school education or equivalent.
- (4) Possesses a Standard Certificate at Level III (or has pre-qualified) in the technical area to be taught; or is currently (or has previously been) a practicing attorney for a city, county, state government or private law firm (for Law and Administration Course only).
- (5) Has completed an instructor training workshop conducted by the Board; and
- (6) Meets at least one of the education requirements or work experiences listed below:
  - (a) Licensed North Carolina engineer or architect with work experience in the technical area to be taught.
  - (b) Completed four years of technical or university training in the technical area to be taught.
  - (c) North Carolina contractor unlimited license in the technical area to be taught.
  - (d) Has a minimum of five years' work experience as an inspector; or has five years' work experience at the supervisory level under a North Carolina contractor with an unlimited license in the technical area to be taught; or has experience as a practicing attorney (for Law Course only).
  - (e) Has a minimum of five years teaching experience in the technical area to be taught.

The provisions of (4) and (6) (a - e) above notwithstanding, an applicant may be certified at the discretion of the Board, if such applicant is found by the Board to possess an exceptional educational and/or experience background in inspection which is satisfactory to the Board.

## **TYPES OF CERTIFICATES**

### **PRE-QUALIFICATION**

Pre-Qualification is designed for individuals not employed as code enforcement officials who meet minimum experience requirements and who wish to take the Board's training courses and the Standard Certification Examination. Upon employment as a code enforcement official, persons successfully completing the pre-qualification requirements (i.e. Board course, State exam, etc.) will be issued a Standard Certificate as specified in the General Statutes.

### **PROBATIONARY CERTIFICATE**

A Probationary Certificate is issued to newly hired or promoted code enforcement officials and is valid for three years from the date issued. A Probationary Certificate authorizes code officials to make inspections for the trade, level and jurisdiction specified on the certificate. Code officials possessing Probationary Certificates must take courses as prescribed by the Board and the State Examination before the certificates expire. Probationary certificates are not renewable.

### **STANDARD CERTIFICATE**

A Standard Certificate is issued to code enforcement officials upon meeting employment and experience requirements, successfully completing courses as prescribed by the Board, and passing the State Examination. Standard Certificates require six hours of continuing education per trade and must be renewed annually by fee.

### **LIMITED CERTIFICATE**

Limited Certificates were issued to Building, Electrical, Mechanical, Plumbing, and Fire Prevention inspectors who were employed on certain applicable dates as listed in the General Statutes. Code officials holding Limited Certificates can inspect buildings unlimited by size and occupancy classification although no Standard Certification Examination was/is required. Limited Certificates are no longer issued for Building, Electrical, Mechanical, and Plumbing inspectors. Limited Certificates for Fire Prevention inspectors were issued from July 1, 1991 through July 1, 1993. All individuals holding Limited Certificates were required to pass courses as prescribed by the North Carolina Code Officials Qualification Board to validate their Certificates. Validation was required to occur within two years of issuance. All Limited Certificates are valid for the position held on the applicable date but only in the jurisdiction for which they were issued. Limited Certificates must be renewed annually by fee.

**LEVELS I, II, III - BUILDING, MECHANICAL, ELECTRICAL, PLUMBING****11 NCAC 08 .0706 REQUIRED QUALIFICATIONS: TYPES AND LEVELS****(a) Qualification Levels**

- (1) With respect to all types of code enforcement officials other than code administrator, those with Level I, Level II, and Level III certificates shall be qualified to inspect and approve only those types and sizes of buildings specified in the following tables.
- (2) Limitation on maximum number of stories and square feet (sf) of floor area of buildings for Building, Electrical, Mechanical, and Plumbing inspectors, Levels I, II and III:

<b>Occupancy Classification</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
Assembly	1 story/7,500 sf	1 story/20,000 sf	Unlimited
Business	1 story/20,000 sf Multi-story: 4 stories max/20,000 sf per floor	1 story/60,000 sf	Unlimited
Education	1 story/7,500 sf Multi-story: 2 stories max/20,000 sf per floor	1 story/20,000 sf	Unlimited
Hazardous (See Note)	1 story/3,000 sf Multi-story: 2 stories max/20,000 sf per floor	1 story/20,000 sf	Unlimited
Industrial	1 story/20,000 sf Multi-story: 4 stories max/20,000 sf per floor	1 story/60,000 sf	Unlimited
Institutional	1 story/7,500 sf Multi-story: 3 stories max/10,000 sf per floor	1 story/10,000 sf	Unlimited
Mercantile	1 story/20,000 sf Multi-story: 4 stories max/20,000 sf per floor	1 story/60,000 sf	Unlimited
Residential Multi-unit	1 story /7,500 sf	3 stories max/no restriction on floor area	Unlimited
1 & 2 family dwellings, townhouses	Unlimited	Unlimited	Unlimited
Storage	1 story/20,000 sf Multi-story: 4 stories max/20,000 sf per floor	1 story/60,000 sf per floor	Unlimited

See Volume I of NC State Building Code for Occupancy classifications.

Note: \*Electrical Inspector, Level I shall not be authorized to inspect wiring or equipment in hazardous locations as defined by Article 500 of the National Electrical Code with the exception of service stations and service pumps.

**LEVELS I, II, III - FIRE****11 NCAC 08 .0706 REQUIRED QUALIFICATIONS: TYPES AND LEVELS**

## (a) Qualification Levels

- (3) Limitation on occupancy classifications of buildings for Fire Inspectors, Levels I, II and III:

**CERTIFICATION LEVELS FOR FIRE INSPECTORS****LEVEL I: - OCCUPANCY:**

Business  
Small Assembly  
Mercantile  
Residential  
Storage  
Excluding Highrise \*  
No Plan Review

**LEVEL II: - OCCUPANCY:**

Everything in Level I  
Large Assembly  
Educational  
Industrial  
Plan Review of all Occupancies in Level II  
Excluding Highrise \*

**LEVEL III: - OCCUPANCY:**

Everything in Levels I and II  
Hazardous  
Institutional  
Highrise  
Plan Review of all Occupancies  
(Unlimited Occupancies)

\* The term "excluding highrise" is listed because some of the acceptable occupancies for the levels could be located in a highrise (defined in Building Code) building.

## CERTIFICATION PROCEDURES

**CERTIFICATION OF EMPLOYMENT** The [Certificate of Employment](#) form must be completed by newly hired or newly promoted code enforcement officials (those transferring from one inspection area to another).

**PROBATIONARY CERTIFICATE LEVELS I, II, OR III** To obtain a Probationary Certificate at Levels I, II, or III, individuals must be certified by local government in one or more of the five Code areas, complete an application for Probationary Certificate, and pay a \$20.00 application fee. A Probationary Certificate is issued for three years only and cannot be extended. During the three years in which a Probationary Certificate is valid, code enforcement officials are expected to take the Board's required courses, meet the Board's Rules and Regulations for a Standard Certificate, and successfully complete the State examination. The [Certification of Employment](#) form, Application for Probationary Certificate, and the \$20.00 application fee may be submitted online.

**BOARD COURSES** Standard Certificate courses in Building, Electrical, Mechanical, Plumbing, and Fire Prevention Levels I, II, and III and the Law and Administration courses are offered through the community college system. The Law and Administration course and technical Standard Certificate courses, as determined by the areas and levels listed on the Probationary Certificate, must be successfully completed and record of completed courses provided. Once all requirements are met, candidates must apply for and pay a \$20.00 fee for a Standard Certificate at which time eligibility may be issued to take the State examination.

**STATE EXAMINATIONS** State examinations are administered by a contracted testing vendor PSI Services LLC.

**PRE-QUALIFICATION (PQ)** Applicants may pre-qualify prior to employment by a city or county jurisdiction. Upon receipt of a Pre-Qualification (PQ) application, Board staff will determine appropriate trade and level of certification based on the education and experience documentation supplied. PQ applicants will be notified of the courses and examinations they should successfully complete for a Standard Certificate. Individuals involved in Pre-qualification should follow the procedures as listed under State Examinations and Standard Certificates.

**NOTE:** The following are available through the [Board and the OSFM website](#):

- Certification of Employment
- Online applications for Pre-Qualification, Probationary and Standard Certificates
- List of approved Educational Institutes
- Course schedules
- Board Statutes, Rules and Regulations



**NORTH CAROLINA CODE OFFICIALS QUALIFICATION BOARD**

**EDUCATION SPONSOR – INSTRUCTOR AND COURSE EVALUATION/SURVEY FOR STUDENTS**

This is an evaluation form for Code Officials who have taken courses. On a scale of 1 to 5 please rate the quality of the instructor and course material. Please complete the questionnaire as thoroughly as possible. The information provided will be reviewed by staff and presented to the Board and will be used in planning and approving future classes. This survey is also available online: <https://forms.office.com/g/KgVxqSs8B4>

Course Name:	Date:
Course Number:	
Sponsor Name:	
Course Instructor(s):	

Poor (NO) <b>1</b>	Below Average <b>2</b>	Average (MAYBE) <b>3</b>	Above Average <b>4</b>	Outstanding (YES) <b>5</b>
--------------------------	------------------------------	--------------------------------	------------------------------	----------------------------------

**INSTRUCTOR EVALUATION**

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. How well do you rate the overall quality of teaching?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did the instructor speak clearly and loudly enough?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the instructor present the material in an understandable manner?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the instructor keep your attention?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Did the instructor manage the students in the classroom?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did the instructor use instructional aid to enhance learning?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did the instructor interact with students in a positive manner that encouraged learning and questions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did the instructor avoid personal criticism of any other person, agency or organization?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**COURSE EVALUATION**

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. How do you rate the overall value of this course?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Was the content of the course well-paced?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the course have clear goals and objectives?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did the course presentation cover the subject matter in the student materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**ADDITIONAL COMMENTS (please print in box below):**

**NCCOQB BOARD COURSE DESCRIPTIONS 2/1/24****LAW AND ADMINISTRATION COD 3101 - 15 HOURS**

The Law and Administration course is an overview of North Carolina's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement officials. Course participants will study the structure of the federal, state, and local governments, the history of the North Carolina State Building Code, the General Statutes relating to the Code and to code enforcement, and the enforcement responsibilities of local inspection departments. Upon completion, course participants will understand the scope of code enforcement and will be able to describe the powers and responsibilities of inspectors. In addition, with the successful completion of the Law and Administration course and others specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the State examination for inspector certification.

**BUILDING LEVEL I COD 3105 - 48 HOURS**

The Building Level I course is designed for the education and training of the Building Level I code enforcement official who has the responsibility of inspecting residential and small commercial construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Building Code and Residential Code of the North Carolina State Building Code and will be able to apply the Codes in the inspection field. In addition, with the successful completion of the Building Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level I State examination for inspector certification.

**BUILDING LEVEL II COD 3106 - 40 HOURS**

The Building Level II course is designed for the education and training of the Building Level II code enforcement official who has the responsibility of inspecting all types of construction up to 60,000 square feet in size and is built upon information presented in the Building Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Building Code and the Accessibility Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level II State examination for inspector certification.

**BUILDING LEVEL III COD 3107 - 40 HOURS**

The Building Level III course is designed for the education and training of the Building Level III code enforcement official who has the responsibility of inspecting all types of construction of unlimited size and is built upon information presented in the Building Level I and Building Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Building Code and the Accessibility Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Building Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Building Level III State examination for inspector certification.

**ELECTRICAL LEVEL I COD 3104 - 40 HOURS**

The Electrical Level I course is designed for the education and training of the Electrical Level I code enforcement official who has the responsibility of inspecting residential and small commercial electrical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Electrical Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the

Electrical Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level I State examination for inspector certification.

**ELECTRICAL LEVEL II COD 3110 -30 HOURS**

The Electrical Level II course is designed for the education and training of the Electrical Level II code enforcement official who has the responsibility of inspecting electrical installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Electrical Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Electrical Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Electrical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level II State examination for inspector certification.

**ELECTRICAL LEVEL III COD 3111 - 30 HOURS**

The Electrical Level III course is designed for the education and training of the Electrical Level III code enforcement official who has the responsibility of inspecting electrical installations in all types of construction of unlimited size and is built upon information presented in the Electrical Level I and Electrical Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Electrical Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Electrical Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Electrical Level III State examination for inspector certification.

**FIRE LEVEL I COD 3120 - 36 HOURS**

The Fire Prevention Level I course is designed for the education and training of the Fire Prevention Level I code enforcement official who has the responsibility of inspecting existing buildings (excluding highrise) in the following occupancy classifications: Business, Small Assembly, Mercantile, Residential, and Storage. Upon completion, course participants will have a better understanding of the North Carolina Fire Prevention Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level I State examination for inspector certification.

**FIRE LEVEL II COD 3121 - 32 HOURS**

The Fire Prevention Level II course is designed for the education and training of the Fire Prevention Level II code enforcement official who has the responsibility of inspecting existing buildings (excluding highrise) in the following occupancy classifications: Business, Small Assembly, Large Assembly, Mercantile, Residential, Storage, Educational, and Industrial. Upon completion, course participants will have a better understanding of the North Carolina Fire Prevention Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level II State examination for inspector certification.

**FIRE LEVEL III COD 3122 - 24 HOURS**

The Fire Prevention Level III course is designed for the education and training of the Fire Prevention Level III code enforcement official who has the responsibility of inspecting all existing buildings, including highrise. Upon completion, course participants will have a better understanding of the North



Carolina Fire Prevention Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Fire Prevention Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Fire Prevention Level III State examination for inspector certification.

**MECHANICAL LEVEL I COD 3130 - 32 HOURS**

The Mechanical Level I course is designed for the education and training of the Mechanical Level I code enforcement official who has the responsibility of inspecting residential and small commercial mechanical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level I State examination for inspector certification.

**MECHANICAL LEVEL II COD 3131 - 24 HOURS**

The Mechanical Level II course is designed for the education and training of the Mechanical Level II code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Mechanical Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level II State examination for inspector certification.

**MECHANICAL LEVEL III COD 3132 - 16 HOURS**

The Mechanical Level III course is designed for the education and training of the Mechanical Level III code enforcement official who has the responsibility of inspecting mechanical installations in all types of construction of unlimited size and is built upon information presented in the Mechanical Level I and Mechanical Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level III State examination for inspector certification.

**PLUMBING LEVEL I COD 3140 - 32 HOURS**

The Plumbing Level I course is designed for the education and training of the Plumbing Level I code enforcement official who has the responsibility of inspecting residential and small commercial plumbing installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Plumbing Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level I State examination for inspector certification.

**PLUMBING LEVEL II COD 3141 - 24 HOURS**

The Plumbing Level II course is designed for the education and training of the Plumbing Level II code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction up to 60,000 square feet in size and is built upon information presented in the Plumbing Level I Standard Inspection course. Upon completion, course participants will have a better understanding of the Plumbing Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level II and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level II State examination for inspector certification.

**PLUMBING LEVEL III COD 3142 - 16 HOURS**

The Plumbing Level III course is designed for the education and training of the Plumbing Level III code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction of unlimited size and is built upon information presented in the Plumbing Level I and Plumbing Level II Standard Inspection courses. Upon completion, course participants will have a better understanding of the Plumbing Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Plumbing Level III and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level III State examination for inspector certification.

**RESIDENTIAL CHANGEOUT INSPECTOR (RCI) COD 3102 - 32 HOURS**

The Residential Changeout Inspector course is designed for the education and training of the Residential Changeout Inspector code enforcement official who has the responsibility of inspecting residential appliance and equipment changeouts in one- and two-family dwellings, townhouses, apartments and condominiums. Upon completion, course participants will have a better understanding of the Residential, Building, Mechanical, Plumbing, Electrical, and Fuel Gas Code requirements of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Residential Changeout Inspector and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Residential Changeout Inspector State examination for inspector certification.